



## **Vacancy Announcement 2016-01(T2) – Maintenance Inspector, Training Level II**

**“Applicants applied for 2015-36 and 2015-52 will be considered for 2016-01(T2)”**

**OPEN TO:** All Interested Candidates

**POSITION:** Maintenance Inspector, FSN-4, FP-AA\*

**OPENING DATE:** January 28, 2016

**CLOSING DATE:** February 11, 2016

**WORK HOURS:** Full-time

**SALARY:** \*Not-Ordinarily Resident (NOR): Position Grade: FP-AA  
\*Ordinarily resident (OR): Position Grade FSN-4

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A for definition*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Bishkek is seeking eligible and qualified applicant for the position of Maintenance Inspector in the Facility Management Office.

### **BASIC FUNCTION OF POSITION**

Maintenance Inspector supports Residential Maintenance Operations and is responsible to: conduct a wide range of maintenance and operational inspections for all Government Owned (GO), Capital (CL) and Operational (OP) leased residences; inspect and evaluate U.S. Government provided and installed equipment in the residences including but not limited to: generators, water filters, appliances, fire and safety devices, etc; to provide recommendations on technical matters and project management support. Reports to the Residential Operations Supervisor, liaise with a multi-trade work force of 15 in-house maintenance technicians and contractors to monitor quality, adherence to the scope and safety regulations. Liaise with the Safety Program Coordinator on safety-related items and concerns. Provides technical recommendations and liaise with Facilities, General Service Office Housing, Financial Management Center, and occupants on the logistics of various maintenance projects. Serves as Back up to Residential Operations Supervisor. Stand 24/7/365 on call duty.

### **QUALIFICATIONS REQUIRED**

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

**1. EDUCATION:** Completion of vocational or technical training in facilities management, environmental safety, construction, engineering, architecture or equivalent is required.

**2. EXPERIENCE:** Minimum of two (2) years of progressively more responsible journeyman experience in building or construction is required. Up to one (1) year is required working as a project manager/team leader/foreman/inspector at a manufacturing plant, government agency, major resort, hospital, office complex, or a large university/school system is required.

**3. LANGUAGE:** English Level 3 (good working knowledge) (reading, speaking, and writing), Russian Level 3 (good working knowledge) (reading, speaking, and writing) is required. *(Language proficiency will be tested)*

**4. SKILLS AND ABILITIES:** The incumbent shall have the skills and abilities in the following areas:

- skills to communicate orally and in writing with superiors, co-workers, subordinates, contractors and vendors to obtain and provide pertinent information; skills to communicate with the American diplomatic staff;
- excellent interpersonal skills and ability to handle a large workload and multiple tasks;
- ability to organize schedules, tools, and tasks; ability to manage multiple assignments and projects with varying priorities;
- standard computer literacy in multiple applications such MS Microsoft Office software (Word, Excel, Power Point, Outlook, etc.), email, and skills in Internet-based search; *(This will be tested)*.
- ability to respond to emergency situations in an efficient and timely manner to effect immediate repairs;
- ability and experience to interpret building, equipment, mechanical plans, specifications, schematic drawings, and manufacture's technical data; substantial skill in comprehending engineering reports, specifications, and related materials in English and Russian;
- journey level ability to test and take equipment readings with various meters, tools of the trade, and specialty tools to determine appropriate repairs and collect performance data; ability to use tools of the trade, hand tools, power tools, in order to install, troubleshoot and make repairs on the residential building systems
- able to lift and carry tools, equipment and parts up to 20 kg;
- be available 24/7/365 on-call after duty hours to respond to emergencies;

**5. JOB KNOWLEDGE:**

- Incumbent must fully understand the uses for all technical and diagnostic specialty tools and equipment required to properly install, repair and maintain commonly used residential building systems (electrical, mechanical, plumbing, heating, air conditioning, etc.).
- Understanding of different types of building systems and equipment and understanding of the principles of electrical, mechanical, and refrigeration systems is required.
- Experience managing construction projects.
- Familiarization with U.S. building, electrical, mechanical, fire and life safety codes and construction standards is required.

**FOR FURTHER INFORMATION:** The complete position description listing all of the duties and responsibilities may be obtained from the Human Resources Office. Please contact + 996-312-551-241 (Ask telephone operator to transfer the call to the Human Resources Office).

**SELECTION PROCESS:** When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

## **HIRING PREFERENCE ORDER:**

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

## **ADDITIONAL SELECTION CRITERIA:**

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a local employee staff security clearance.

## **HOW TO APPLY:** Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees and etc.).

**IMPORTANT:** Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

## **WHERE TO APPLY:**

**Human Resources Office** U.S. Embassy Bishkek  
**Mailing Address:** Prospect Mira, 171, Bishkek, Kyrgyz Republic  
**E-mail Address:** [BishkekHR@state.gov](mailto:BishkekHR@state.gov)

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State

also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## **Appendix A - DEFINITIONS**

**Eligible Family Member (EFM):** An EFM for employment purposes is defined as an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH):** A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

**Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.